

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: December 12, 2018

Closing Date: December 31, 2018

**PARALEGAL
Civil Division, Health Law Unit, New Castle County**

Job Responsibilities and Duties:

This paralegal provides paralegal support for civil commitment hearings to Deputy Attorneys General in the Civil Division, Health Law Unit, in New Castle County. This position is largely responsible for the overall administration and processing of the civil commitment paperwork prior to, and at, civil commitment hearings. This position includes the following specific duties:

- Screen and prepare the civil commitment paperwork submitted to the DOJ by psychiatric facilities;
- File completed petitions for civil commitment with the Superior Court;
- Maintain civil commitment files for Kent and Sussex Counties;
- Attend civil commitment hearings as needed;
- Provide administrative support to both the DOJ and the Superior Court for New Castle, Kent and Sussex Counties;
- Send out results from the hearings to the relevant psychiatric facilities and community providers;
- Maintain internal database of civil commitment results;
- Contact psychiatric facilities, case managers, doctors, Commissioners and court staff to locate respondents and verify information for upcoming hearings;
- Contact police agencies for any capiases that are issued in Sussex County; and
- Provide paralegal support for petitions for gun relinquishment on the basis of mental illness filed by the DOJ.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.